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## Purpose of Resume Review

### According to NSA/CSS Policy 1-30, "Review of NSA/CSS Information Intended for Public Release"

NSA affiliates shall submit any resume, associated cover letter, work-related biography (bio), or Curriculum Vitae (CV) intended for public release to Information Security/Classification (P131) for review to determine whether it contains NSA protected information. Such documents are not subject to management approval or policy review.

**Estimated Processing Times:** P131 processes resumes on a strict first-in, first-out basis. While NSA/CSS Policy 1-30 allows up to 25 business days to process a resume, please note that processing times vary due to a number of factors including: length and complexity of the resume, cover assignments held, the need to consult subject matter experts, and/or the need to refer the resume to other agencies or departments.

#### For Assistance:

- Call – 972-2537
- E-mail – DL resumes

**(Note – E-mail is for inquiries or assistance only. Do not submit resumes via e-mail.)**

**\*\*\*ATTENTION U.S. Cyber Command (USCC) PERSONNEL\*\*\***

If a USCC Classification Advisory Officer (CAO) determines there are no NSA equities within your resume, cover letter, bio, or CV, then an NSA review is not necessary.

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## Resume Review Procedures

### PLEASE READ BEFORE

Preparing a resume, cover letter, bio, or CV for public release

<p>(1)</p> <p>Under cover?</p> <p><b>STOP!</b></p> <p><u>Employee Guide to Unclassified Resumes</u></p>	<p>(2)</p> <p><b>READ ME!</b></p> <p><u>Resume DOs and DON'Ts</u></p> <p><u>Sample Resumes</u></p>	<p>(3)</p> <p><b>BEFORE</b> publicly disclosing your NSA affiliation, get OPSEC guidance from a Staff Security Officer (SSO) and a <u>name check</u> from the Cover Office.</p>	<p>(4)</p> <p><b>Only COMPLETE documents may be submitted.</b></p> <p>Per Department of Defense Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release"</p>
<p>(5)</p> <p>All NSA affiliates may use classified NSA IT systems to draft their full and final resume intended for public release.</p> <p>For further guidance, please consult:</p> <p><u>Section 2-301 of the Joint Ethics Regulation (JER), DoD 5500.7-R.</u></p> <p><u>NSA/CSS Policy 6-4,</u></p>	<p>(6)</p> <p><b>Submit only editable MicroSoft Word documents</b></p> <p>Other formats will be rejected by the on-line processing tool.</p>	<p>(7)</p> <p>Consult <u>existing classification guidance</u> to determine, to the best of your ability, that the document is UNCLASSIFIED.</p>	<p>(8)</p> <p>Have your local <u>NSA CAO</u>, or any CAO listed for your directorate or site, conduct a first review.</p> <p>If your directorate or site has no CAO listed, submit the document to <u>DL class review</u>.</p>
<p>(9)</p> <p>Make any necessary changes and remove all classification banners and portion markings.</p>	<p>(10)</p> <p>Have the CAO's name and SID handy as this information is required in the submission process.</p>	<p>(11)</p> <p>Submit the CAO-reviewed document in editable MS WORD format</p>	<p>(12)</p> <p>The on-line processing tool will generate an acknowledgement e-mail containing the review case</p>

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		<b><u>ON-LINE SUBMISSION PAGE</u></b>	number, formatted as <b>DJ2- YYYY-NNNNN</b> .  <b>Please keep and refer to the case number when making inquiries.</b>
<p>(13)</p> <p>The on-line processing tool sends acknowledgement to both you and the CAO.</p> <p><b>P131 will cancel the submission if the CAO indicates that no such review was performed.</b></p>	<p>(14)</p> <p>Alternatively, mail a hard copy through the U.S. Postal Service to:</p> <p>NSA/CSS</p> <p>ATTN: P131 Resume Review</p> <p>9800 Savage Road Suite 6932 Fort George G. Meade, MD 20755-6248</p>	<p>(15)</p> <p>P131 will cancel and return to you and the CAO any document <b>found to contain classified information.</b></p> <p>You may resubmit once you and the CAO are satisfied that all classified information has been removed</p> <p>DJ2 will make the appropriate changes to controlled unclassified information (i.e., <b>FOR OFFICIAL USE ONLY</b>) without cancelling the request.</p>	<p>(16)</p> <p>P131 will provide written confirmation that the document is unclassified and approved for release along with a copy of the approved document that may be used publicly.</p> <p>P131 will maintain a file copy of the approved document.</p>
<p>(17)</p> <p>P131 focuses on protecting NSA equities.</p> <p>P131 will refer documents containing other government agencies' or departments' equities according to established IC prepublication review referral procedures.</p>	<p>(18)</p> <p><b>You must resubmit an approved document ONLY if substantive changes are made to the NSA-related information.</b></p>	<p>(19)</p> <p>You may make the following edits without need for further review:</p> <p>remove information;</p> <p>reformat a document;</p> <p>make spelling, syntax or other grammatical alterations; or</p> <p>add information to an already approved resume, cover letter, bio</p>	<p>(20)</p> <p>To ensure access to a classified computer, NSA affiliates are encouraged to have their resume, cover letter, bio, or CV approved at least a month before retiring or otherwise separating from NSA.</p>

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or CV that, in the judgment of a local CAO, will not result in any information becoming classified or protected either as a portion or through compilation.

## WARNING

**Affiliates who have disseminated a resume, cover letter, bio, or CV without first obtaining approval through the P131 review process, must submit the document to P131 as soon as possible.**

**If any information in the resume, cover letter, bio, or CV is classified and the document was prepared on a personal or Agency unclassified computer, P131 must contact the Compromise Investigations Branch, A5312. A5312 personnel will determine the appropriate follow-on action which may include confiscation of the computer hard drive at the owner's expense.**

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UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~**RESUME DO'S AND DON'Ts****(U) You may:**

1. (U) Limit your resume to the recommended one or two pages. Longer resumes lengthen the turnaround time for all resume submitters, as the resume review team has very limited staffing resources.
2. (U) Acknowledge that you are cleared TOP SECRET (TS)/Sensitive Compartmented Information (SCI) or Special Intelligence (SI)/TALENT-KEYHOLE (TK) as appropriate. No additional clearances may be released in an external resume.
3. (U) Say that you have had an Agency Special Background Investigation (SBI) and/or polygraph along with dates of the polygraph. Please note the term "Full Scope Polygraph" could reveal your NSA affiliation. If you have anonymity concerns, simply use "Polygraph."
4. (U) Say that you have studied a specific foreign language (French, Russian, etc.).
5. (U) Say that you have used a specific language in an operational context.
6. (U) Say that you are professionalized in a specific language.
7. (U) List in a segregated section of the resume specific project or tool cover names on which you are trained or experienced as long as there are no project or tool specifics noted and the classified nature of the project or tool remains protected.
8. (U) In an unclassified manner, describe projects, systems, tools, equipment, or operations on which you have worked without citing covernames. While covernames, when standing alone, are often unclassified, compilation with other information in a resume almost always reveals details that are protected (such as an association with SIGINT or other sensitive activities, programs, missions, targets, or techniques).
9. (U) Indicate that you have had a field assignment, either CONUS or OCONUS, using terms such as "field site," "field location," "overseas site," or "overseas location." In most instances, you may not indicate the specific location of the field site.
10. (U) List most courses you have taken at the NCS. Please note: Unclassified course descriptions along with their alphanumeric NCS course designators are acceptable. However, please be aware that some courses may be classified when listed in conjunction with employment with NSA. We do not recommend a long list of courses but rather a few courses related to your area of expertise.
11. (U) List most specific computer languages in which you are proficient. **Do not provide details of classified applications related to the NSA mission.**
12. (U) List most types of computer hardware and software for which you are proficient. **Do not provide details of classified systems related to the NSA mission.**

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1. (U) Submit partial information. In accordance with Department of Defense Instruction 5230.29, *Security and Policy Review of DoD Information for Public Release*, and in order to protect NSA equities, the full and final resume proposed for release into the public domain shall be submitted for P131 review. Notes, outlines, briefing charts, or other partial information may not be submitted as a substitute for a complete resume.
2. (U) Include any other clearance information beyond TS/SI or SI/TK.
3. (U) In general, use NSA infrastructure information revealing strength, budget or structure, such as the number of people you supervise, the number of people working in a specific area, or the budget for your office or project.
4. (U) Use information indicating target areas or specific missions other than approved, unclassified element titles.
5. (U) Reveal an NSA presence at any location CONUS or OCONUS except for those locations specifically listed as UNCLASSIFIED in the [Field Activities Information Management Instruction 10-7](#)
6. (U) Name a specific location as a SIGINT site, either CONUS or OCONUS, except for those sites specifically listed as UNCLASSIFIED in item A.4 of the [Classification Guide for COMINT 2-1](#)
7. (U) Associate military unit designators with a SIGINT function other than military unit designators assigned to the NSA HQ or Global Net-centric Cryptologic Centers (NSAG, NSAT, NSAH, or NSAC)
8. (U) Use any NSA supervisors' names. References should be listed as "Available Upon Request." The identities of most NSA affiliates are protected as FOUO, per the [NSA/CSS Personnel Resources Classification Guide](#). Supervisors for jobs held outside of the NSA may be listed.
9. (U) Include classification or portion markings. Marking your resume (or any document) FOUO signifies it is not intended for external release.
10. (U) Use an Internal Staffing Resume (ISR) as an external resume. An external resume should be a document prepared specifically for public dissemination vice a copy of an ISR with the classification and portion markings removed. If you want to use your ISR for external use then you must request it under the Freedom of Information Act (FOIA). The FOIA Office can be contacted at 963-5827 or "[go FOIA](#)."
11. (U//~~FOUO~~) You may not submit a resume while under cover. Also, you may not include any specific facts about the cover assignment(s), to include awards. For reference, see the [Employee Guide to Unclassified Resumes](#).

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